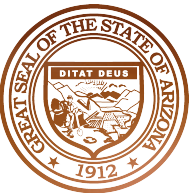


The background of the slide features a large, faint, circular seal of the State of Arizona. The seal contains the text "GREAT SEAL OF THE STATE OF ARIZONA" around the perimeter, "DITAT DEUS" in the center, and "1912" at the bottom. The central emblem depicts a landscape with a miner, a cow, and a cactus.

# Budget Requests: Start to Finish

A Step-by-Step Guide to Presenting an Agency's  
Operating Budget Request

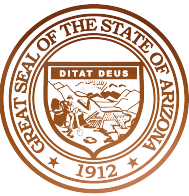
Governor's Office of Strategic Planning and Budgeting  
(OSP)



# Purpose of the Class

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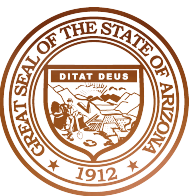
- Overview of State Budgeting
  - State Budget Process
  - Vocabulary
  - Review the Basics of a Budget Request
- *BUDDIES* Software
- Questions



# The Budget Process

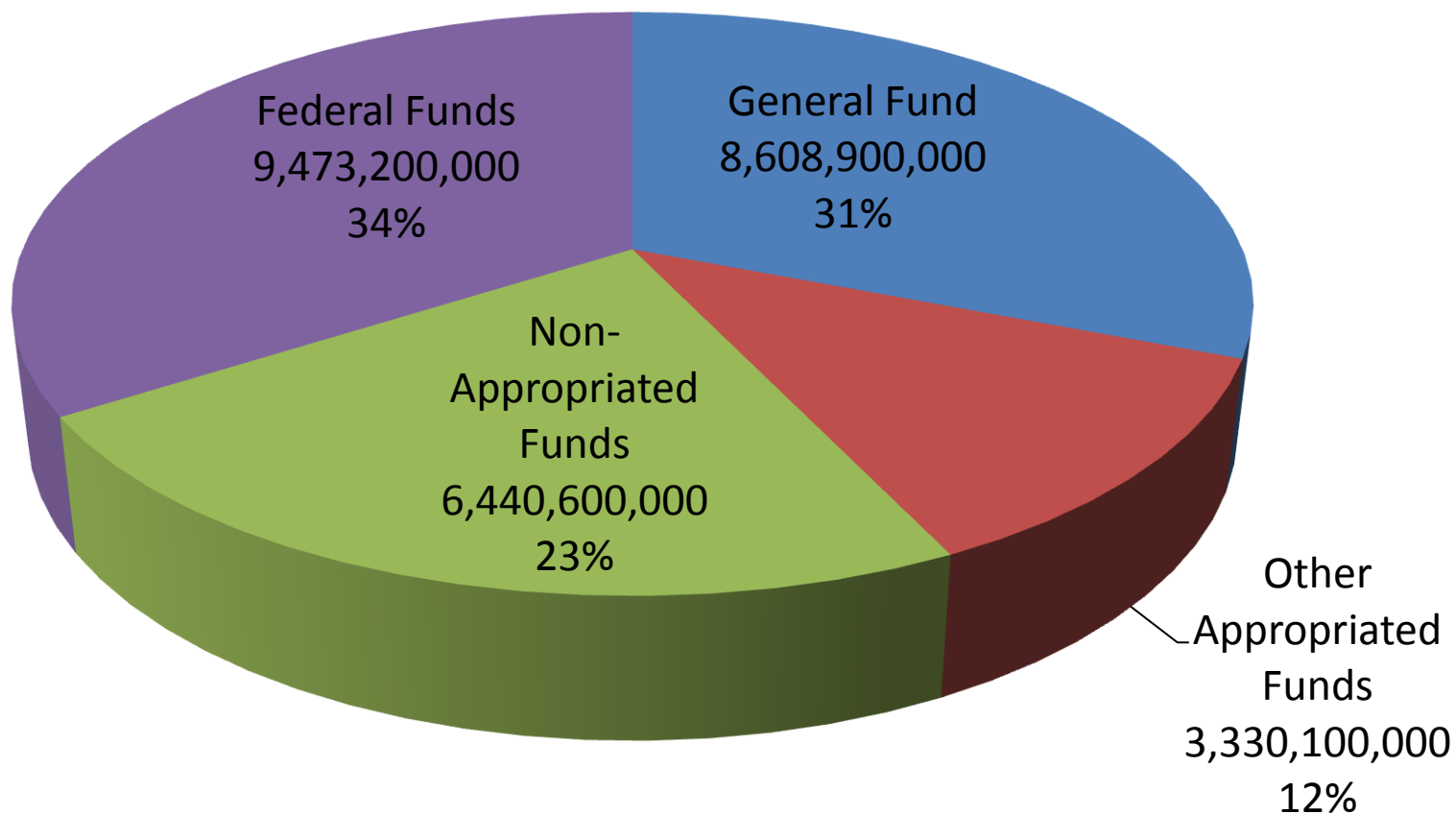
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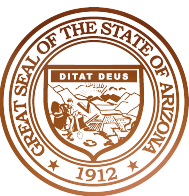
- The Players:
  - Agencies
  - OSPB and the Governor
  - JLBC and the Legislature
  - Customers and Interested Parties
- Timing
  - Spring through August: Agency Budget Preparation
  - September through December: OSPB Analysis and Recommendations, Governor's Policy Decisions
  - JLBC Review of Agency Requests
  - January through June: Legislative Session, Hearings and Negotiations



# FY 2013 Expenditures By Fund Type

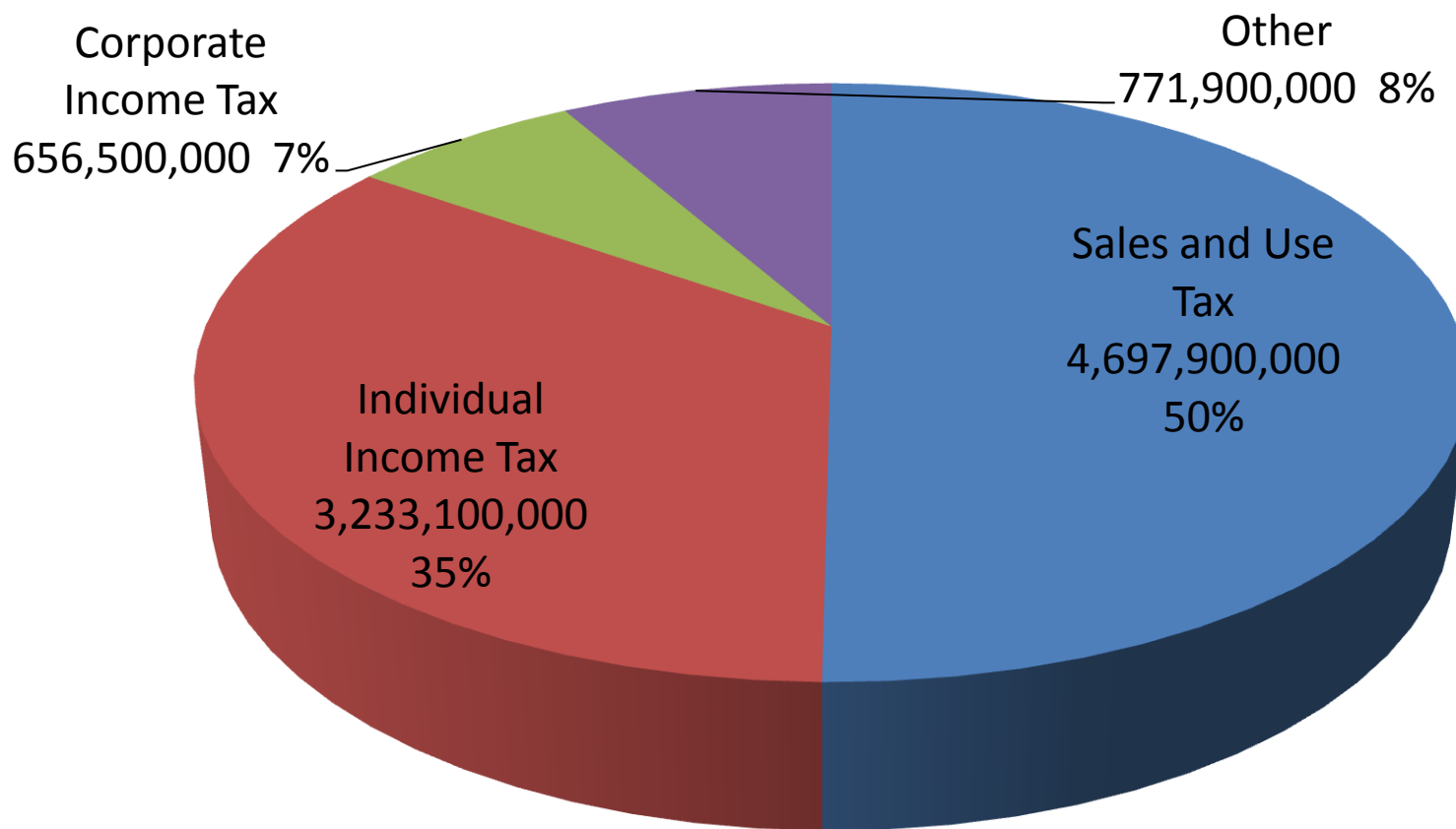
All Sources: \$27,852,800,000

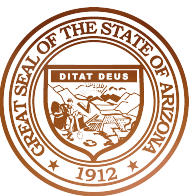




# FY 2013 Est. General Fund Revenue

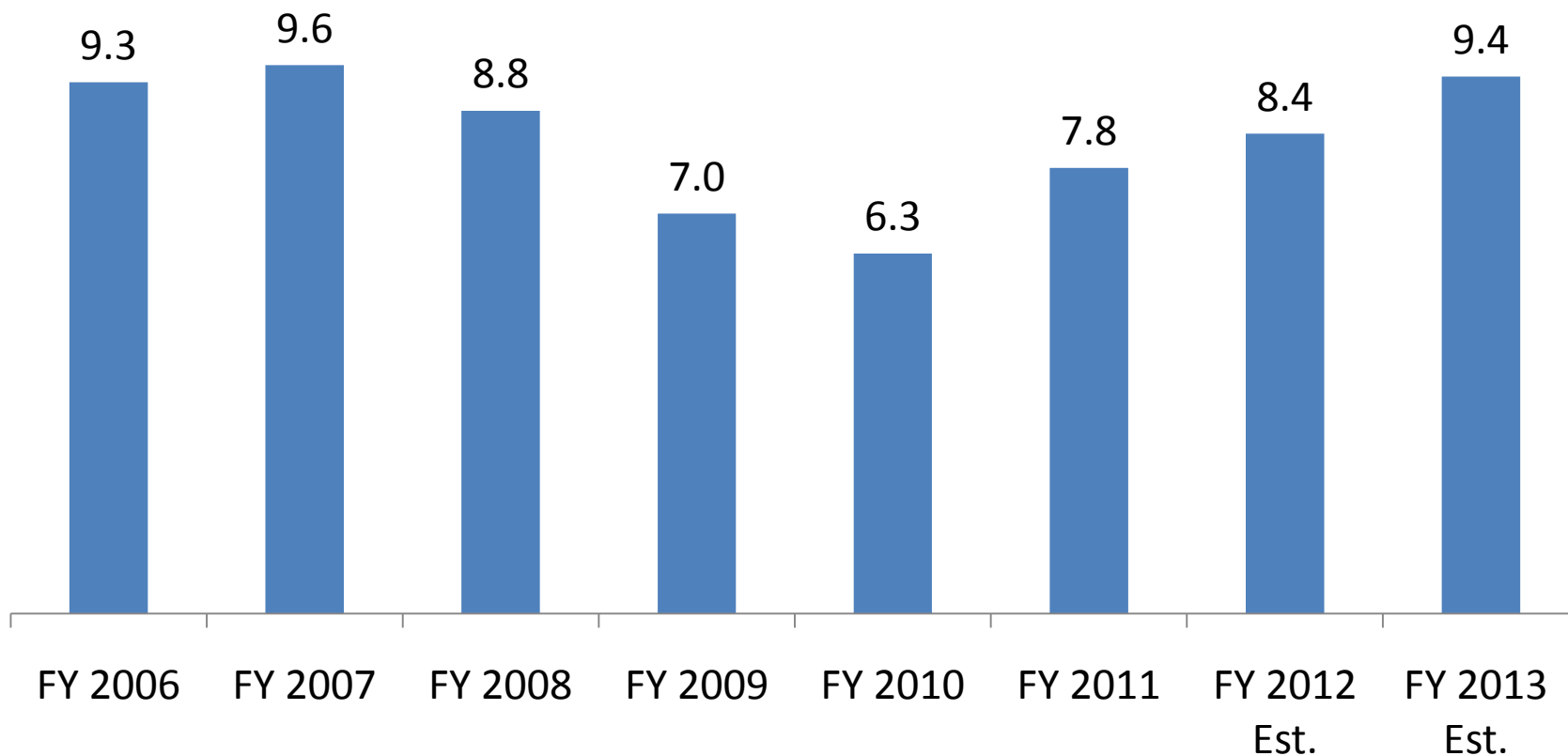
All Sources: \$9,359,400,000

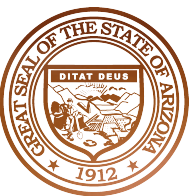




# General Fund Base Revenues

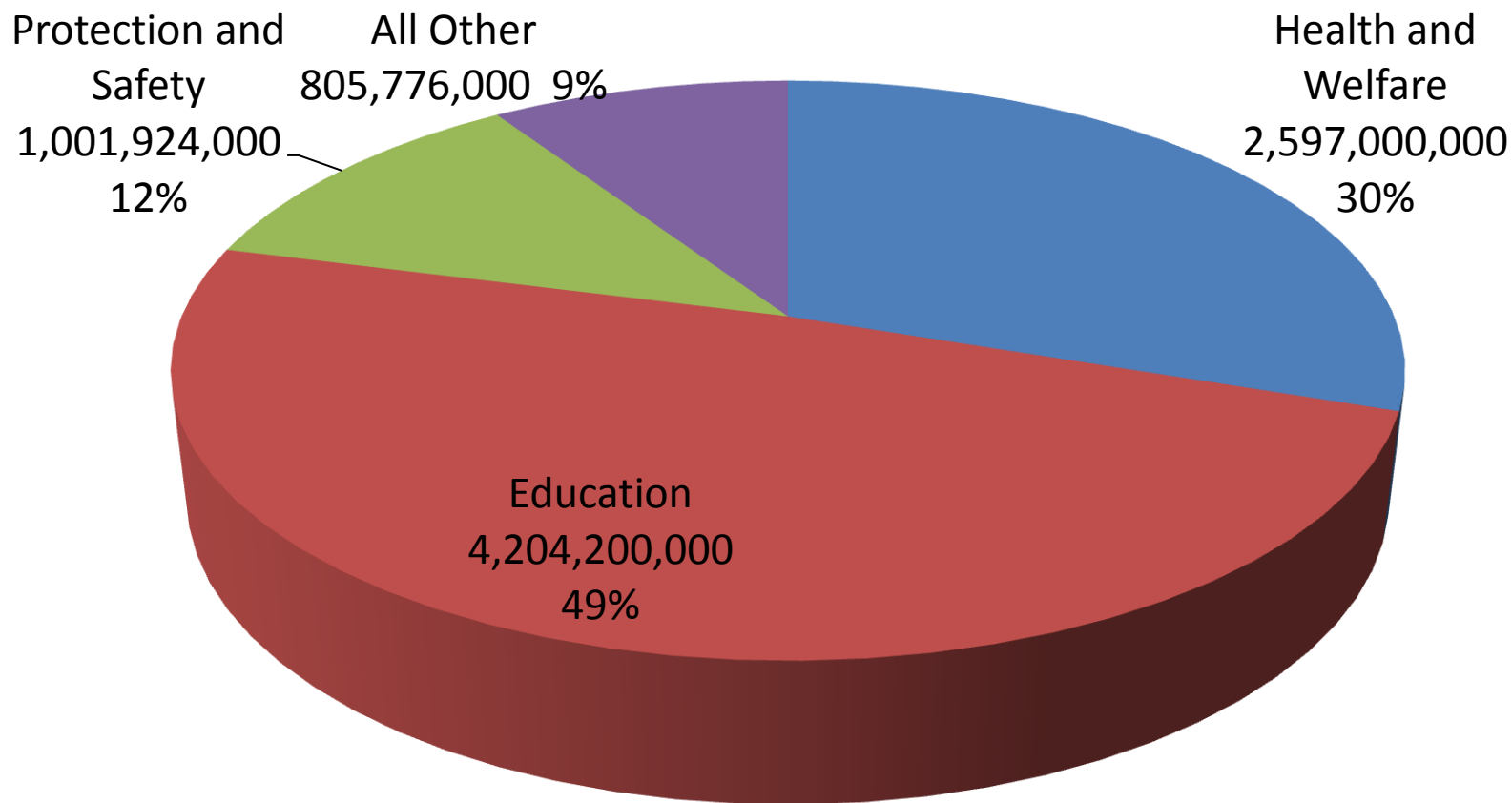
## FY 2006-FY 2013 (in Billions)

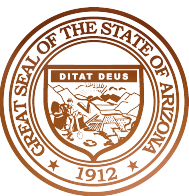




# FY 2013 General Fund Appropriations

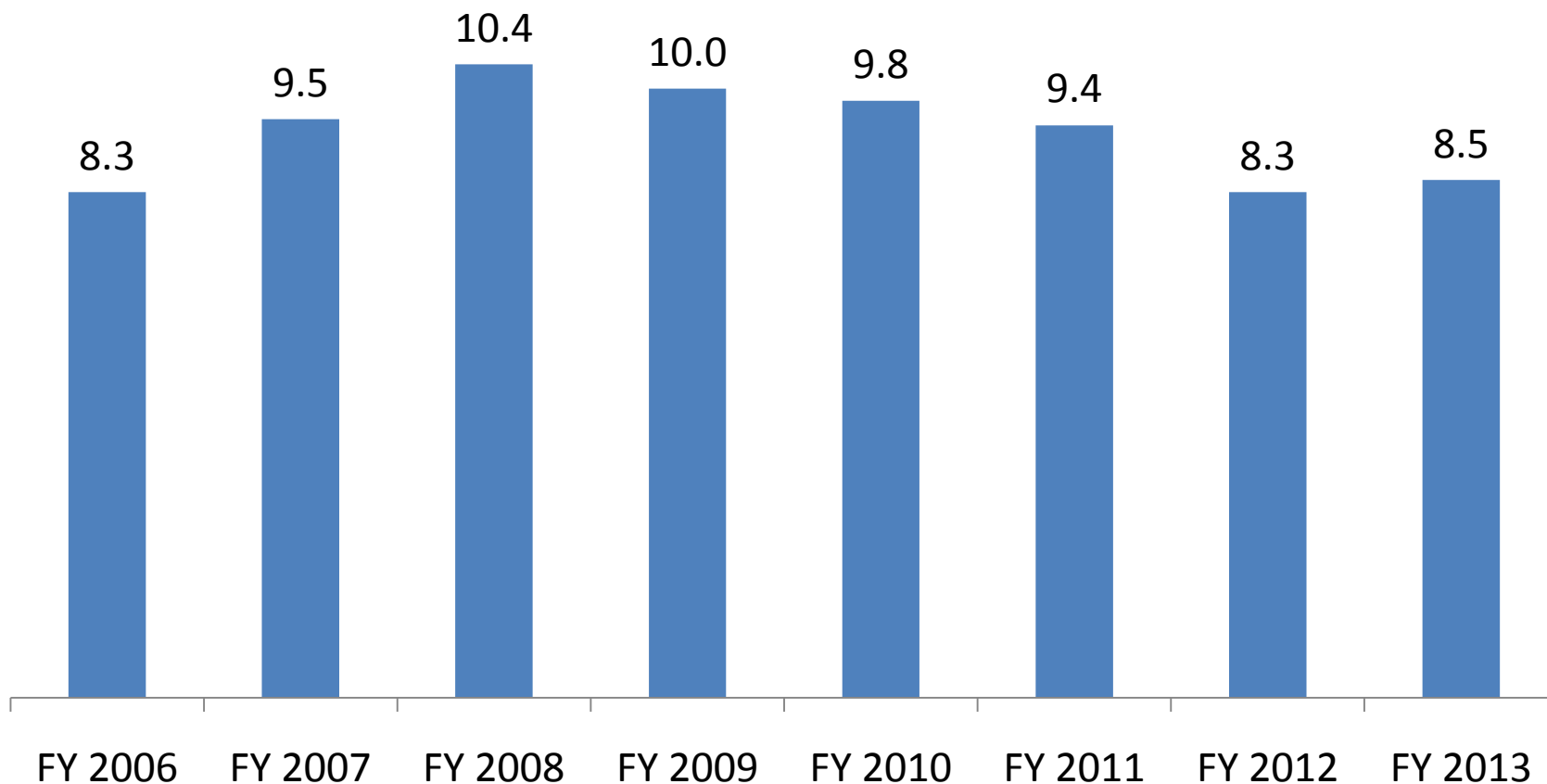
Total: \$8,608,900,000





# GF On-going Expenditures

FY 2006-FY 2013 (in Billions)



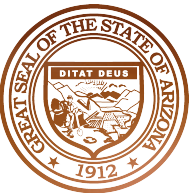




# Questions to be Answered:

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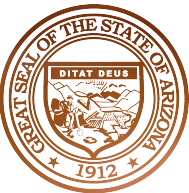
- What must an Agency do?
- When are Agency operating budget requests due?
- Where to Start?



# What Must an Agency Do?

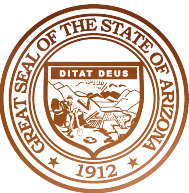
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- Monthly Cash Flow and Appropriation Tracking Reports
- BUDDIES for FY 2013 Operating Budget Requests
- AZIPS for the Five-Year Strategic Plans and *Master List of State Government Programs*
- CLIFF for Federal Grants
- FY 2013 Capital Improvement Plans
- FY 2013 Supplemental Budget Requests (if needed)



# When Are Operating Budget Requests Due?

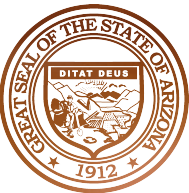
- September 4, 2012
- Deadline Extension
  - Only upon approval of OSPB Director
  - Last day to request an extension is August 15, 2012
  - Maximum extension to October 1, 2012
- Revisions to Budget Requests after October 31<sup>st</sup> require the approval of the OSPB Director



# Where do I Start?

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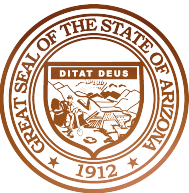
- Get to know the vocabulary
- Evaluate and prioritize your Agency's plans for programs
- Explain your Agency's plans in AZIPS, CLIFF, BUDDIES and Monthly Appropriation and Cash Flow Reports



# Budgeting Vocabulary

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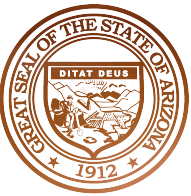
- General Fund
- Other Funds
- Appropriated vs. Non-Appropriated
- Cash vs. Appropriation
- Lapsing Appropriations
- Reversions
- 90/10



# Budgeting Vocabulary (cont.)

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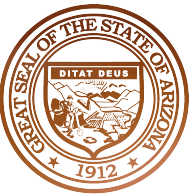
- Budget Format
  - Lump Sum
  - Modified Lump Sum
  - Detailed Line Item
- Special Line Item
- Annual Budget Unit
- Biennial Budget
- Operating vs. Capital Budgets



# Budgeting Vocabulary (cont.)

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- Base Budget
- Project Investment Justification (PIJ)
- One-time vs. On-going Expense
- Decision Package
- Allotment Change
- Appropriation Transfer
- Annual Financial Report
- Appropriations Report

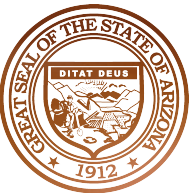


# Budgeting Vocabulary (cont.)

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- Budget Hearings
- JLBC
- General Appropriations Act- Feed Bill
- Budget Reconciliation Bills
- Other Legislation
- Supplemental

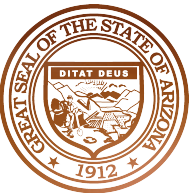




# Where to Get Assistance

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- OSPB Analysts and IT Staff
  - (602) 542-5381
  - [www.azospb.gov/contactus.asp](http://www.azospb.gov/contactus.asp)
- General Accounting Office (GAO)
  - (602) 542-5405
  - [www.gao.az.gov](http://www.gao.az.gov)

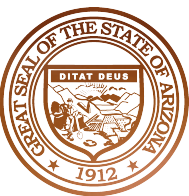


# *BUDDIES:*

## Requesting Changes for FY 2013


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- Requests for a supplemental to a FY 2013 appropriations are **not** made via *BUDDIES*
- Agencies should contact OSPB at the first sign of need




# BUDDIES:

## How to Obtain the Software

**OSP**  
*Building a Better Arizona*

Governor's Office of  
Strategic Planning and Budgeting

**AZ.GOV**  
Arizona's Official Web Site

Search

Your Location > Home > Budget Development > Software Downloads

**2012 Software Downloads**

Please go to [USER MANNUALS](#) page to download install instructions before you download and install the system.

For problems installing, contact OSPB Systems Support (602) 542-6573.


Please note that OSPB is currently using Microsoft Access 2007. It's agency's responsibility to make sure that the submittal should be in a format compatible with MS Access 2007 or a lower version.

**For use by State Agencies Only**

OSPB emails its budget & planning contacts to let them know when a system is ready to download and use, some time at the end of the fiscal year.

The button captions will change from "Not Available" to "Now Available" as they become ready for use.

**AZIPS - Arizona Integrated Planning System**

  
SYSTEM  
Now Available

**BUDDIES - Budget Development Information Exchange System**

  
SYSTEM  
Now Available

**CLIFF - Consolidated Ledger of Information on Federal Funds**

  
SYSTEM  
Now Available

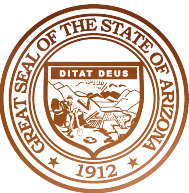
**Cash Flow - Arizona State Agency Monthly Cashflow Reporting System**

  
John Arnold  
Director

  
Sign Up For The Governor's Email Update!

  
Governor Brewer's Office of Economic Recovery

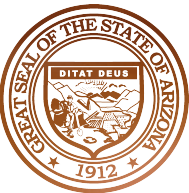
- [www.azospb.gov](http://www.azospb.gov)
- Budget Development
- Software Downloads



# Where to Get More Information

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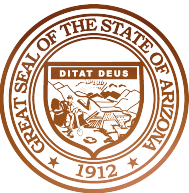
- Main Budget Bills for FY 2013
  - General Appropriations Act:
    - Laws 2012, Chapter 294
  - FY 2013 Budget Reconciliation Bills:
    - Laws 2012, Chapters 295-303
  - Summarized in the *Appropriations Report*



# *BUDDIES: Special for FY 2014*

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- Retention Pay is not included in the base, do not include a request for annualization
- Health and Dental Premium Holidays are not included in the base, Agencies are not required to do anything



# Using *BUDDIES*

- Transmittal Statement
- Expenditures
- Funding Issues
- Revenue Schedules
- Sources and Uses
- Rent Expenditures
- Risk Management
- Administrative Costs
- Reports
- Data Check
- *BUDDIES* Survey
- Submit to OSPB
- Utilities

The Great Seal of the State of Arizona is a large, circular emblem in the background. It features a central shield with a landscape scene including a miner, a cow, and a building. Above the shield is a banner with the Latin motto "DITAT DEUS". The outer ring of the seal contains the text "GREAT SEAL OF THE STATE OF ARIZONA" and the year "1912" at the bottom.

# Questions?

Thank You for Coming

Please Fill Out Your Evaluations